



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### JOB OPPORTUNITY

<b><u>POSITION:</u></b>	<b>Special Projects Coordinator, Public Safety/Security Commission</b>
<b><u>DURATION:</u></b>	Indeterminate, Full-Time Nine (9) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$1,099.88 to \$1,242.38 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>Tuesday, March 18, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</b> <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Valid Class 5 Quebec driver's license</li></ul>

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [kahnawake.com/job-opportunities](http://kahnawake.com/job-opportunities)

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIIO'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	Special Projects Coordinator
<b>Division:</b>	Public Safety/Security Commission
<b>Reports To:</b>	Commissioner of Public Safety
<b>Date of Job Description</b>	January 29, 2025
<p><b>Purpose:</b></p> <p>To carry out special projects for Kahnawà:ke Public Security entities. Ensure appropriate operational actions are taken to ensure implementation of special projects in alignment with the strategic direction.</p> <p>Assists with the design of projects, contributing to the preparation of funding proposals, oversight of consultant work, managing project budgets and schedules, consulting and collaborating with community members, and sharing project results with the community.</p> <p>Manage and provide administrative assistance on projects and files under the supervision of the Commissioner of Public Safety.</p>	
<b>Roles &amp; Responsibilities</b>	
<p><b>Provide Coordination and Project Management expertise for Kahnawake Public Security entities and the Public Safety Commission</b></p> <ul style="list-style-type: none"> <li>• Develop project plans including joint work plans with internal organizations, external governments and other First Nations in areas of mutual public security interest.</li> <li>• Develop work plans and coordinate all activities and resources of projects.</li> <li>• Maintain up to date working files on all projects and prepare and present status reports.</li> <li>• Perform follow-ups and research as required.</li> <li>• Coordinate and keep abreast of any new developments in relation to the activities of the specific projects assigned and provide updates.</li> <li>• Establish linkages between parties and implement protocols for the flow of information.</li> <li>• Facilitate and/or participate in committees, meetings, briefings, conferences and workshops.</li> </ul>	
<p><b>Coordinates public security projects and programs and ensures that the goals and objectives are being actively pursued and met.</b></p> <ul style="list-style-type: none"> <li>• Works with MCK administrative units for contractual and budgetary purposes.</li> </ul>	



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- Participates in project activities including fieldwork, presentations, and communications.
- Acts as a liaison between the project staff, community members, consultants, field technicians, MCK, media, and other stakeholders.
- Promotes projects and actively seeks input from community members through media, open houses, kiosks, interviews and surveys.

### **Emergency Preparedness**

- In conjunction with the Emergency Management Officer, coordinate projects including joint work plans with internal organizations, external governments and other First Nations in areas of mutual public security interest.
- In conjunction with the Emergency Management Officer, coordinate all activities and resources for various assignments.
- Perform follow-ups and research as required.
- Establish linkages between parties and implement protocols for the flow of information.
- Facilitate and/or participate in committees, meetings, briefings, conferences and workshops.
- During emergencies, assist in the coordination/set-up of the emergency operations center.

### **Peacekeeper Service Board/ Peacekeeper Ethics Committee**

- Develop project plans including joint work plans with internal organizations, external governments and other First Nations in areas of mutual public security interest.
- Develop work plans and coordinate all activities and resources of projects.
- Maintain up to date working files on all projects and prepare and present status reports.
- Perform follow-ups and research as required.
- Establish linkages between parties and implement protocols for the flow of information.
- Facilitate and/or participate in committees, meetings, briefings, conferences and workshops.
- Provides coordination of Peacekeeper Service Board and Peacekeeper Ethics Committee activities.

***The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

### **Education & Experience**

- Bachelor's Degree in Public Administration or similar field, plus three (3) years of experience.

OR

- High School Diploma, plus ten (10) years of experience in a related field.



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### Knowledge, Skills, Abilities

- Must possess a valid Class 5 Quebec driver's license
- Sound understanding of the principles, practices and relevant codes, laws, and/or guidelines in Emergency Preparedness and other security matters.
- Must possess the following skills: Project management, facilitation, interpersonal, leadership, problem solving, sound judgement, time management, organizational/coordination, research, technical writing, strong oral and written communication, and negotiation skills.
- Sound knowledge of MS office systems (Word, Excel, PowerPoint, Outlook, MS project) and willingness to learn new programs.
- Self-motivated and able to work independently.
- Strong public speaking and meeting facilitation skills.
- Strong attention to detail.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives;
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

### Working Environment

- Five-day work week is performed in an office environment.
- Moderate stress and productivity pressure associated with multiple priorities and tight deadlines.
- Ability to work in a fast-paced environment.
- Occasional overtime, evening and weekend work as required.
- Significant overtime may be required during an emergency.
- Occasional travel.

### Commitment Statement:

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

### Signatures:

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_